

SMS Password Kiosk User Manual

Version Control

Version	Date	Edited By	Comments
1.0	28/05/09	SMS IT	Initial compilation

In the event of any enquiries with respect to this policy, please contact:

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User Manual

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1. Registering with the password kiosk for the first time

To login into the password kiosk type the URL <https://password.smsmt.com> into your browser address bar.

The following screen will be displayed:

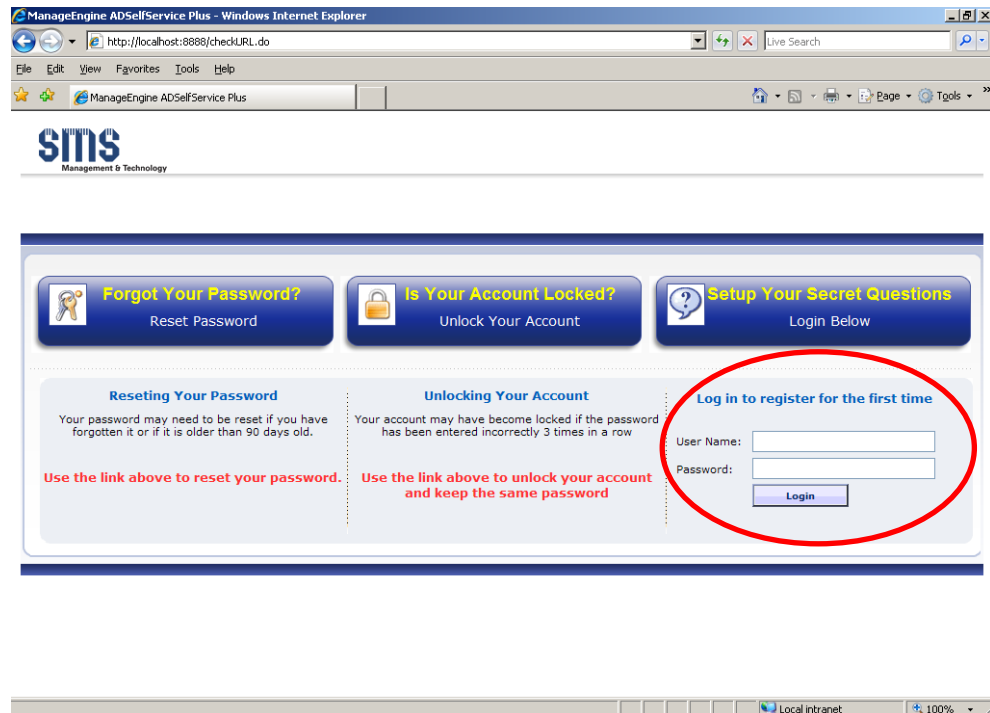


Figure 1.1

Enter your domain username and password in the appropriate fields, and then click the **'Login'** button.

For first time users, it is essential that you register with the kiosk by answering both security questions. Complete this by selecting the **'Reset Q&A'** tab (fig 1.2).



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Figure 1.2

Select the questions of your choice by using the drop down menu and answering them suitably.

Note: *It will be better to choose questions where the answers do not change and is easy to remember.*

Click the '**Save**' button

The initial password change can be made using the '**Change Password**' tab. Enter your old password and your new password, and then confirm your new password.

Click the '**OK**' button

Figure 1.3

To sign out from the kiosk click the '**Sign Out**' link on top of the page

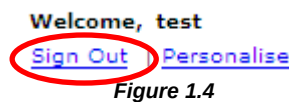


Figure 1.4



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2. Resetting a password

If you have forgotten your password, need to change it for security reasons or it has been longer than 90 days since it was last changed, choose the '**Forgot your password, Reset password**' button on the home page of the password kiosk.

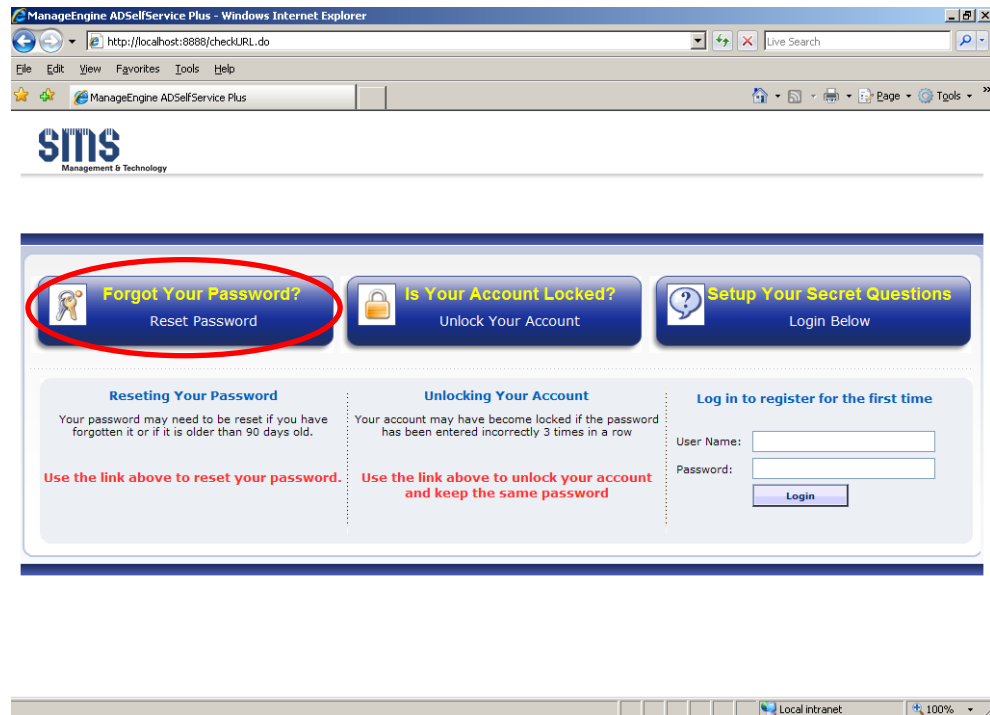


Figure 2.1

Enter your domain username as seen below.

A screenshot of the 'Reset Your Password' web form. It includes a key icon and the text 'Please provide your user name and domain name.' Below this is a label 'Enter your SMS Account name' and a large text input field. The 'Domain User Name' field contains the text 'test'. At the bottom right, there are two buttons: 'Continue' (circled in red) and 'Cancel'.

Figure 2.2

Click the '**Continue**' button and the following screen is displayed. Enter the answers to your security questions that you chose at the time of registration with the password kiosk.

A screenshot of the 'Security Questions' web form. It features a question mark icon and the text 'Please answer the following question as per your enrollment profile to reset your password.' There are two questions: 'What is the color of your car ?' with a text input field containing five dots, and 'What is your favourite drink ?' with a text input field containing four dots. At the bottom right, there are two buttons: 'Continue' (circled in red) and 'Cancel'.

Figure 2.3

Click the '**Continue**' button

Enter your new password, and confirm the password in the following screen

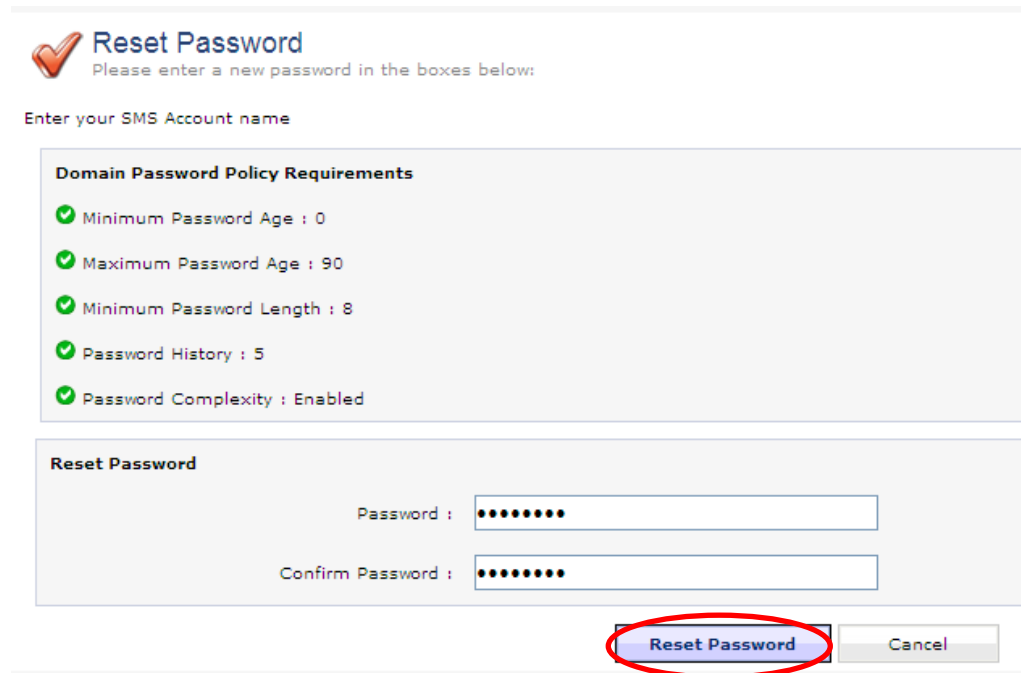


Figure 2.4

Click the '**Reset Password**' button to complete resetting your password.

The following message will be displayed if the password was successfully reset.

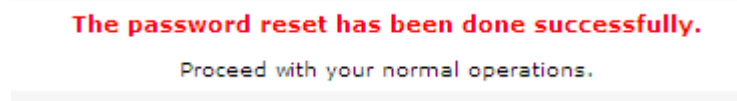


Figure 2.5



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3. Unlock an account

Incorrectly typing your password three times consecutively, will result in your account being locked out. In this situation, select the '**Is your account locked, Unlock your account**' button on the home page of the password kiosk.

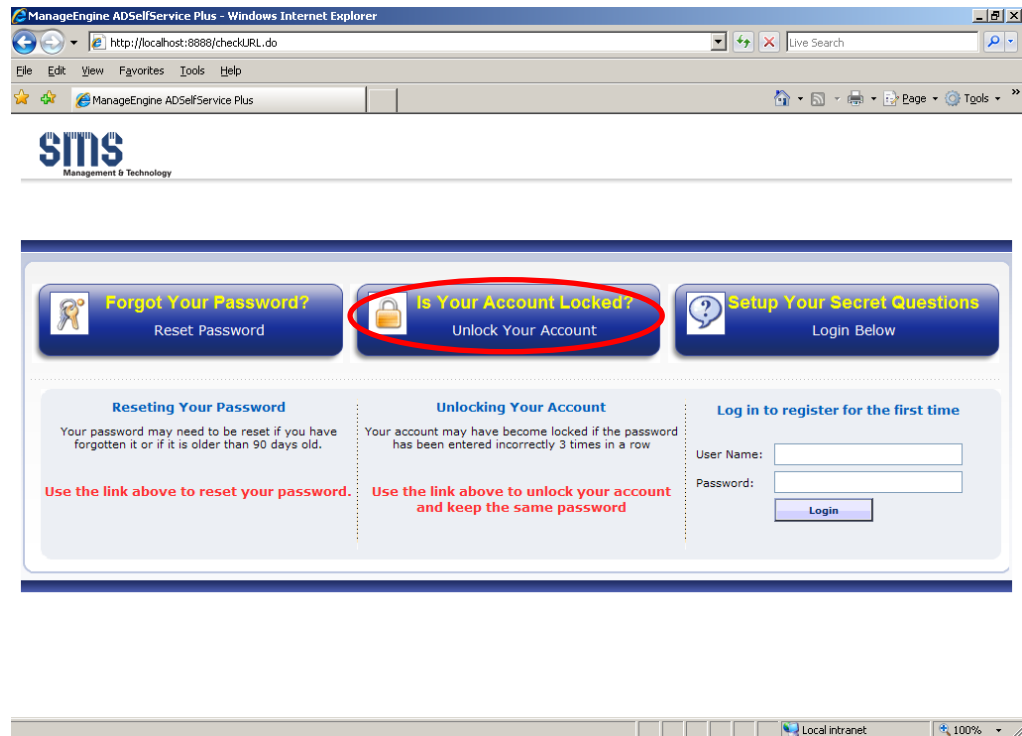


Figure 3.1

Enter your domain username in as seen below.

A screenshot of the 'Unlock Your Account' web form. It features a padlock icon and the title 'Unlock Your Account'. Below the title, it says 'Please provide your user name and domain name.' and 'Enter your SMS Account name'. There is a large text input field labeled 'Domain User Name' containing the text 'test'. At the bottom right, there are two buttons: 'Continue' (circled in red) and 'Cancel'.

Figure 3.2

Click the '**Continue**' button and the following screen is displayed. Enter the answers to your security questions that you chose during the time of registration with the password kiosk.

A screenshot of the 'Security Questions' web form. It features a question mark icon and the title 'Security Questions'. Below the title, it says 'Please answer the following question as per your enrollment profile to reset your password.' There are two text input fields: 'What is the color of your car ?' and 'What is your favourite drink ?'. Both fields contain masked characters (dots). At the bottom right, there are two buttons: 'Continue' (circled in red) and 'Cancel'.

Figure 3.3

Click the '**Continue**' button.

The '**Unlock Account**' screen is displayed; click the '**Unlock Account**' button to complete unlocking your account.

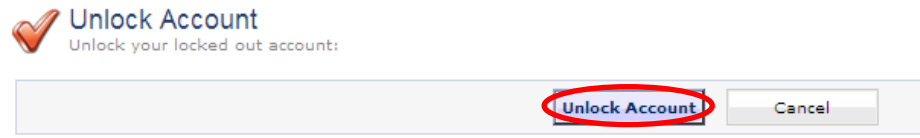


Figure 3.4

The following message will be displayed if the password was successfully reset.

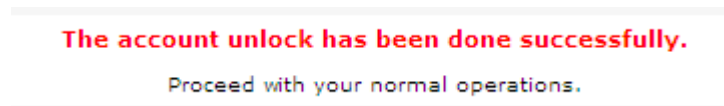


Figure 3.5



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4. Changing your questions and answers after registering for the first time

If at any time, you want to change your secret questions, log into the **'Setup your secret questions'** section of the password kiosk to complete the changes.

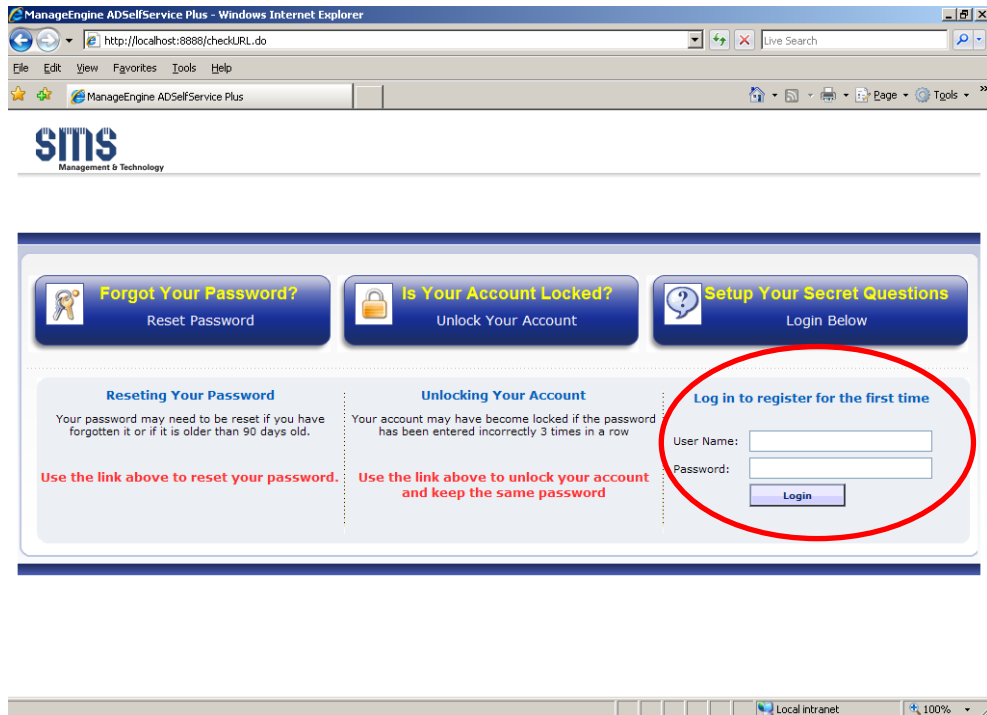


Figure 4.1



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